

NOTICE OF REQUEST FOR PROPOSALS

CITY OF GLENDALE WATER SERVICES DEPARTMENT ASSET MANAGEMENT SYSTEM Project No. 161702

CONSULTING SERVICES

The City of Glendale (COG) Water Services Department (WSD) is seeking a qualified asset management consultant to assist and provide guidance with developing and implementing an International Organization for Standardization (ISO) Asset Management System (standards 55000, 55001 and 55002) to improve financial performance and reliability, reduce risk, and enhance sustainability.

All qualified firms interested in providing the required services are invited to submit their Statement of Qualifications (SOQ). All SOQ's must comply with the requirements specified in this Request for Proposals (RFP).

PROJECT DESCRIPTION

The COG WSD has been using the Hansen Computerized Maintenance Management System (HCMMS) since the mid-1990's. The version of HCMMS currently being used by WSD, as well as other COG departments, is version 7.7 release 810. The HCMMS in use by the COG WSD contains approximately 300,000 linear and vertical assets, along with associated nameplate data, preventative maintenance (PM) information and asset location data. The HCMMS is also integrated with ArcGIS through Hansen Geo Administrator 7.7810 to provide a mobile solution for field users. The HCMMS is not integrated with a number of other software systems in use by COG. These include financial, human resources and fleet management systems. In the current context, the COG WSD lacks an integrated Asset Management System that defines the roles, responsibilities, policies and systems necessary to ensure continuous asset reliability and economical water/wastewater systems operations and maintenance.

SCOPE OF WORK

The selected Consultant will work closely with the City of Glendale Water Services Department (WSD) and other City departments, as necessary, during all phases of the project.

The Consultant will assist and provide guidance to the WSD in the development and implementation of the aforementioned ISO standards. The work product of the selected Consultant will include, but not necessarily limited to, the following: perform a readiness assessment to determine current level of Asset Management maturity in the COG WSD; perform a gap analysis to ISO standards; perform an organizational structure assessment for alignment with the standard and asset management best practices; train key staff in the ISO standards, delivering a strategic guidance document (implementation plan) for ISO alignment and certification; assess and recommend up to three (3) Enterprise Asset Management (EAM) software systems to meet to needs and requirements of the WSD; meet with stakeholders to determine specific EAM performance/integration requirements; provide a systems integration evaluation of selected EAMs; identify opportunities for improvements above the ISO standards; provide technical guidance to

ensure positive project performance; develop a staffing plan to ensure continuous improvements in a reliability centric organization; deliver a Strategic Asset Management Plan (SAMP) in accordance with ISO standards 55000, 55001 and 55002 requirements.

PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on Tuesday, September 13, 2016, at 10:00 a.m. in the Council Chamber Building, Room B-3, 5850 West Glendale Avenue, Glendale. At this meeting, staff will discuss the scope of work, general contract issues and respond to questions from the attendees. **Because City staff may not have time to respond to individual inquiries regarding the scope outside of this pre-submittal conference**, it is suggested that interested firms send a representative to the pre-submittal conference.

REQUEST FOR PROPOSAL PACKET

The RFP packet can be obtained at the City of Glendale Engineering Department, 5850 West Glendale Avenue, Glendale, AZ 85301, Office: (623) 930-3630 / Fax: (623) 930-2861.

To request the RFP Packet by email, please email Kathy Mitchell at (KMitchell@glendaleaz.com) or Michelle Lizarraga at (MLizarraga@glendaleaz.com) referencing this RFP.

To request that a copy of the RFP packet be sent to your firm through the U.S. Mail or by courier service, fax or mail your request on your company letterhead referencing this RFP to the City of Glendale Engineering Department. If requesting to use a courier service the requestor must pay for and provide courier-shipping information.

Firms requesting an RFP Packet from the Engineering Department will be included on the Request for Qualifications Holders List, however, the City accepts no responsibility for receipt of the RFP packets.

Questions pertaining to the RFP or consultant selection process should be directed in writing or emailed to Bill Passmore, Engineering Department, City of Glendale, 5850 West Glendale Avenue, Glendale, AZ 85301, or bpassmore@glendaleaz.com.

The RFP submittal date is: Friday, September 23, 2016, no later than 2:00 p.m. Any proposal received after this time will not be considered and will be returned to the consultant.

CITY OF GLENDALE, ARIZONA

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